

Mr William TAYLOR
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Mr Mark JONES
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Dear Mr JONES,

Job Interview

Thank you for taking the time to discuss this position with me. It was very enjoyable to speak with you and I really appreciated that you took so much time to acquaint me with the company. Now that I thoroughly know the role requirements, I am further convinced that my background and skills coincide well with your needs.

I neglected to mention during the interview that, in addition to my qualifications and experience, I will bring excellent work habits and judgement to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I am very interested in working for you and I look forward to hearing from you concerning your hiring decision.

William TAYLOR